

## TRAINING CALENDAR 2013-2014

**NOVEMBER 2013**  
**November 20**

Rocky Mountain Credit Union  
4th in Series of "Financial Wellness" seminars  
**Lunch will be provided. City&County employees welcome.**  
12:00-1:00 Room 426; City-County Building

**DECEMBER 2013**  
**December 10**

Women's Health (Find out the most up to date research on women's health. During this workshop learn how to increase longevity and improve gender specific issues like thyroid problems. Demonstration of natural ways to avoid hip fractures and osteoporosis and all natural anti-aging remedies to use in your daily routine. Help you to look and feel younger!!!)  
Presented by Cornerstone Wellness  
12:00-1:00 Room 426; City-County Building

**JANUARY 2014**  
**January 7**

Communication in the Work Place (A basic skills course in the art of listening and effective communication (Verbal, Non-Verbal and Written).  
Presented by RBH; Tanya Baertsch – Our EAP Program  
10:00-11:00 Room 426; City-County Building

**FEBRUARY 2014**  
**February 11**

Emotional Intelligence (What is Emotional Intelligence (EQ)?, What EQ can allow you to do, How EQ Skills can also be used, What EQ isn't, Developing Emotional Intelligence, Emotion vs. Logic, Rewrite Your Emotional Scripts, ABC's of Emotion).  
Presented by RBH; Kim Goodman – Our EAP Program  
10:00-11:00 Room 426; City-County Building

**February 25**

Defensive Driving(**Qualifies for 1 of your Mandatory Safety Trainings for the Year!! May also qualify for a discount on your personal car insurance**)  
Presented by MMIA-Thom Danenhower  
1:00-5:00 Water Treatment Conference Room

**MARCH 2014**  
**March 6**

First Aid Training (**Qualifies for 1 of your Mandatory Safety Trainings for the Year!!**)  
8:00-12:00 St. Peter's Hospital-ABC Rooms (10 person limit)

**March 13**

CPR Training (**Qualifies for 1 of your Mandatory Safety Trainings for the Year!!**)  
1:00-5:00 St. Peter's Hospital-ABC Rooms (10 person limit)

**March 18**

Men's Health (Find out the most up to date research on men's health. During this workshop learn: how to increase your longevity; how long distance running is bad for you; how memory loss is linked with certain medications; heart health and lifestyle factors that affect daily activities. Our gift to you at this informative talk will be techniques to help you live a longer, happier and healthier life.)

Presented by Cornerstone Wellness  
12:00-1:00 Room 426; City-County Building

**APRIL 2014**

**April 8**

How to Say it at Work (Communication Skills) (Learn the Types of Communication, Key Components of Communication, Communications and Technology, What Makes Someone a Good Communicator, Tips for Navigating a Difficult Situation).

Presented by RBH –Kim Goodman; Our EAP Program  
10:00-11:00 Room 426; City-County Building

**April 25**

Fire Extinguisher Usage; Fire Prevention and Workplace Hazard Identification  
**(Qualifies for 1 of your Mandatory Safety Trainings for the Year!!)**

Presented by our very own Fire Dept!  
1:00- TBD Fire Station 1; Civic Center (20 person limit)

**MAY 2014**

**May 15-June 15**

Open Enrollment Period

MMIA/State Clinic

UNUM/AFLAC

VEBA

RBH/OPTUM

State of Montana Deferred Compensation 457

TBA

**JUNE 2014**

**June TBA**